



STATE OF CALIFORNIA  
**CALIFORNIA STUDENT AID COMMISSION**  
EXAMINATION ANNOUNCEMENT  
**FINANCIAL AID ANALYST**  
OPEN

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.  
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IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	California Student Aid Commission
POSITIONS EXIST	Positions are located in Rancho Cordova (Sacramento County).
WHO SHOULD APPLY	Applicants who meet the minimum qualifications.
HOW TO APPLY	Examination Applications STD 678 must be filed by mail or in person with the California Student Aid Commission, 10834 International Drive, P.O. Box 3210, Rancho Cordova, CA 95741-3210. <b>Do not submit applications to the State Personnel Board.</b>
FINAL FILING DATE	Applications must be postmarked no later than <b>December 31, 2004</b> . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	It is anticipated that interviews will be held during February/March 2005.
SALARY RANGE	Range A \$2850 – \$3465 Range B \$3418 – \$4155
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on Number 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the California Student Aid Commission. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>All applicants must meet the education and/or experience requirements for this examination by <b>Friday, December 31, 2004</b>, the final filing date.</p> <p>It is especially important that candidates take special care in accurately and completely filling out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. Read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.</p> <p><b>ALL APPLICATIONS/RESUMES MUST INCLUDE "TO" AND "FROM" EMPLOYMENT DATES (MONTH/DAY/YEAR), TIME BASE. APPLICATIONS/RESUMES WITHOUT THIS INFORMATION WILL BE REJECTED.</b></p>

(Continued)

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## MINIMUM QUALIFICATIONS

**Experience:** Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirement. (Possession of a master's degree in any field may be used as a substitute for one year of the required nonsupervisory experience and possession of a doctorate degree may be used as a substitute for two years of the required nonsupervisory experience.)

**Education:** When the equivalent to graduation from college is required additional experience may be substituted on a year-for-year basis. (Applicants who are currently enrolled in their senior year will be admitted to the examination but they must produce evidence of graduation before they may be considered eligible for appointment.)

**Promotional Candidate:** Promotional candidates who are within six months of meeting the "Minimum Qualifications" for the specified promotional class will be admitted to the examination but must complete the required experience before they can be eligible for appointment.

### Either I

One year of experience performing duties of a class with a level of responsibility equivalent to Management Services Technician, Range B with the Student Aid Commission.

### Or II

**Experience:** One year of experience in a recognized internship program with a State, Federal, or private student financial aid institution performing analytical/technical duties equivalent to those assigned to Management Services Technicians working in line programs at the Student Aid Commission.

### And

**Education:** Equivalent to graduation from college with any major.

### Or III

**Experience:** One year of analytical, technical, or professional experience, assisting in one or a combination of the following:

1. A student financial aid program for postsecondary education which includes the application process, determination of financial need, packaging, award processing, coordination, verification, fiscal control, outreach and training, financial aid research, program review and audit.
2. A consumer loan program for a financial institution which is eligible to participate in the Federal Guaranteed Student Loan Program.
3. A governmental or private agency which provides services similar to the Student Aid Commission.

### And

**Education:** Equivalent to graduation from college with any major.

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## POSITION DESCRIPTION

This is the entry and first journey level class in the Financial Aid series. It is used as a recruiting and developmental class for analytical work in one or more functional areas of the Student Aid Commission. Positions are permanently allocated to this class when the major portion of tasks performed do not include the more responsible, varied and difficult assignments found in the full journey person level. Under close supervision, incumbents perform technical, analytical, and consultative duties, which are necessary to carry out the functions of the Student Aid Commission. Persons in this classification provide analytical assistance to financial aid staff at educational institutions, lending institutions, students, and contractors.

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**SPECIAL PROFESSIONAL  
REQUIREMENTS**

Incumbents must demonstrate the ability to provide leadership, act independently, be flexible, and they must be willing to travel.

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**EXAMINATION INFORMATION  
WEIGHTED 100%**

This examination will consist of an oral interview weighted 100%. The examination will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained on the oral. **COMPETITORS WHO DO NOT APPEAR FOR THE ORAL INTERVIEW WILL BE DISQUALIFIED.**

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**SCOPE:**

A. Knowledge of:

1. Rules and regulations relating to the Student Aid Commission;
2. Methods, procedures, and practices used in analyzing and assessing financial needs of applicants for scholarships and fellowships;
3. Organization and functions of commercial lending institutions;
4. Methods, procedures, and practices of the operations of financial assistance programs for higher education in California.

B. Ability to:

1. Reason logically and creatively;
  2. Research and analyze data;
  3. Develop and evaluate alternatives and make recommendations to management or lead personnel;
  4. Speak and write effectively;
  5. Assist with the preparation of written reports;
  6. Analyze situations and adopt an effective course of action;
  7. Establish and maintain cooperative working relationships with lending institutions, educational institutions, and contracting agencies.
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**CAREER CREDITS**

Career credits will not apply to this examination.

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**VETERANS PREFERENCE**

Veterans preference credits will apply to this examination.

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**CONFIDENTIALITY AND  
SECURITY**

**NOTE:** Pursuant to Government Code Sections 19680(c) and 19681 (b), it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.

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## GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Personnel Office of the California Student Aid Commission at (916) 526-7902 three days prior to the test date if he/she has not received his/her notice.

**If a candidate's notice** of examination fails to reach him/her prior to the day of the test due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at the State Personnel Board (SPB), at the SPB website [www.spb.ca.gov](http://www.spb.ca.gov), Employment Development Department, other local state offices and the California Student Aid Commission.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**The California Student Aid Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination plan changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** Ordinarily, oral examinations are scheduled in Rancho Cordova.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivision promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237; contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) Passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
1-800 526-7542 (TT/TDD)